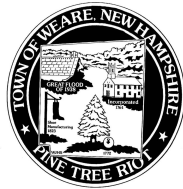


FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 17, 2014

PRESENT: TOM CLOW, CHAIRMAN; JENNIFER BOHL, SELECTMAN; JOHN LAWTON, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Kate Cloud, Jan Snyder, Tim Redmond

7:00 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT ó Jan Snyder noted that the Selectmen's minutes of March 3, 2008 discuss the job description of the Finance Administrator. The minutes reflect that prior Town Administrator Ventresca recommended a Bachelor's Degree for the Finance Administrator, the Board discussed incorporating all the changes, and a motion was made by Chairman Clow to accept the Finance Administrator's job description as presented and revised. Ms. Snyder asked why the position is currently posted for just an Associate's Degree. Town Administrator Bolton responded that she posted the most current job description she had on her computer. Chairman Clow asked Ms. Snyder why she didn't just bring the issue to the Town Administrator's attention privately. Chairman Clow noted that they will compare the job descriptions.

2015 DPW PROPOSED BUDGETS

Highway ó Tim Redmond, Public Works Director, explained that the salaries and taxes are not yet included in his budget and will be filled in once calculated. The overtime line was calculated with the % of increases that were approved at Town Meeting reflecting an increase of \$7,056 to the overtime line. 4% increase on April 1 change in salary. Mr. Redmond patrols the roads starting at 3:00 a.m. on predicted snow/ice nights and receives a stipend for doing so; there is \$2,500 in the budget to cover twenty-five nights. The Board will review the heating fuel and vehicle fuel gallon price. Safety and Medical Gear increased because the boot allowance was increased. Mr. Redmond noted that they are currently slightly under budget on vehicle equipment maintenance. The oil and lubrication line has been over expended; the line has been increased to \$7,500. The highway uniforms line has increased \$460 increase, but over a five year period is much less than the previous contract. Mr. Redmond is requesting to add a couple of lines to the budget and fund them from the budget. One line is for road repairs instead of relying on road reconstruction and the block grant he would like a line for asphalt repairs. Mr. Redmond would like to add a line for roadside mowing and a line for cleaning services at the Highway Department. There is bottled water used at the DPW because the water is not potable and Mr. Redmond would like to charge the bottled water to its own line.

Transfer Station ó Mr. Redmond used the same formula for the overtime, which reflects a \$750 increase for snowplowing and to cover shifts. The contract hauler line has increased \$700 to cover the contract extension with Sizemore Trucking estimated at 182 trips per year each with a \$5 increase. More trash than anticipated was sent to the Wheelibrator facility in Boscawen this year than last year. The town has a new contract with Wheelibrator for \$65 a ton for trash and there could be an administrative fee of \$3 per ton from the Concord

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Resource Recovery. Mr. Redmond is uncertain as to what the administrative fee is and will meet with the Director and Bill Herman on Friday to see what was decided. Mr. Redmond mentioned that he wanted to leave the \$30k refund at the Wheelibrator and use it to reduce monthly tipping fees, but the \$30k went into the general fund for tax relief. Safety and medical gear was increased by \$180 due to two employees getting a boot allowance. The uniform line reflects a 5% increase. They are buying safety gear out of the uniform line as well, but were previously renting. Hazardous Waste Day is budgeted at \$6k, \$5k was spent last year and Mr. Redmond has applied for a grant. The funding in the well testing line is there to protect the long term monitoring and maintenance of the landfill, inspection costs, and if there is a problem that requires remediation. Mr. Redmond is requesting to add glass crushing in this year's budget because they are obligated by DES to crush the glass; this was not budgeted for in the past and was coming out of road reconstruction line. Mr. Redmond can take the glass to other host communities, such as Goffstown, but is required by DES to manage the glass. He is asking for \$15k to grind the glass at the end of 2015 to meet DES solid waste requirements and requesting to fund it out of the recycling revenue. The \$15k should crush approximately 600 tons of glass. Mr. Redmond will bring forth an estimate for glass tonnage. It would cost \$23 a ton to dispose of in Goffstown. The current position split between the Transfer Station and the Highway Department has become problematic and Mr. Redmond would like to fund a part time non-benefited position at \$7,053 for the Transfer Station to fill the Saturday gap and bring that person back to the Highway Department full time. The Board will discuss the request for the part time position.

Water District and Treatment ó Mr. Redmond requested an increase in the testing line to accurately reflect the cost of water testing.

Sewer ó The budget remains unchanged. Mr. Redmond explained that the sewer treatment plant on Rt 114 is a 15k gallon septic tank with an 8k gallon settling tank. Nothing has been done to the system since the day it was built in the late 1980s, other than changing pumps and switches. There is a single entry to pump the tank from and there is no access into the inlet of the tank. Mr. Redmond would like to add an entry to the inlet side so that the tank can be pumped correctly each year. Mr. Redmond estimates that this will cost \$5,900. This budget is paid by the users in unit increments. Mr. Redmond will be getting an estimate in the future to scour the gray water lines.

MEETING MINUTES

Chairman Clow moved, Selectman Bohl seconded to approve the minutes of November 10, 2014 as amended. Passed 3-0-0

ADMINISTRATIVE REPORT

The Board will review the Police Department budget on November 24th.

Primex will come before the Board on December 8th.

Tina Connor's last day as the Finance Administrator is November 26th; she has agreed to stay on a few hours here and there for payroll and to make the transition smooth.

Jack Dearborn will attend the November 24th meeting to discuss the CIP.

The Board will interview applicants for the Finance Administrator on Tuesday November 25th. Chairman Clow will compile questions for the candidates. Town Administrator Bolton will ask Primex for sample questions to ask the applicants.

Lawn care bids are due in by December 8th. Mr. Redmond mentioned putting together a cost to do the lawn care in-house if the Board is interested.

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Chairman Clow moved, Selectman Lawton seconded to enter into nonpublic session @ 8:25 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Selectman Bohl seconded to come out of nonpublic session @ 9:22 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Selectman Bohl moved to seal and restrict the minutes of the nonpublic session. Passed 3-0-0.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary